

CLASS TITLE:ADMINISTRATOR, FOOD PROCESSING AND DISTRIBUTION

Class Code: 02140500

Pay Grade: 31A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To have administrative responsibility for the general operation of a Central Food Processing Plant; to coordinate and direct the distribution of processed food to the agencies services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for results obtained and conformance to established policies and goals.

SUPERVISION EXERCISED: Plans, coordinates, supervises and evaluates the work of a staff engaged in food processing and distribution.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To have administrative responsibility for the general operation of a Central Food Processing Plant.

To coordinate and direct the distribution of processed food to the agencies services.

To develop pricing schedules for all food produced.

To be responsible for the quantity and quality of meats, produce, canned goods, and dry goods purchased.

To be responsible for maintaining health standard requirements for food processing.

To coordinate the delivery of food items purchased with a master production schedule.

To initiate and develop procedures to insure maximum utilization of a Central Food Processing Plant.

To prepare and submit special and reoccurring reports including product utilization and cost analysis reports.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices and techniques involved in the operation of a large food processing facility; a thorough knowledge of frozen food manufacturing and preservation techniques; a working knowledge of institutional or production level cooking and baking; a working knowledge of federal and state health and quality standards as they pertain to food processing; the ability to develop pricing schedules for food items produced; the ability to transform formulae into quantities for purchase; the ability to coordinate and direct the distribution of processed food to various agencies services; the ability to initiate and develop procedures to insure maximum utilization of a Central Food Processing Plant; the ability to maintain effective working relationships with various state agencies and vendors; the ability to prepare and submit special and reoccurring reports including product utilization and cost analysis factors; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in business administration, food service management or a related field; and

Experience: Such as may have been gained through: employment in a responsible administrative position in an institutional or commercial food plant.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: March 28, 1976

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